

Job Title: Order Processing Management Specialist

Department: Operations

Reports to: Assistant Warehouse Manager

Classification: Regular, Full-Time, Non-exempt

Location: Concord, CA (on-site)

The Food Bank partners with over 240 area nonprofit Agencies like emergency food pantries, community kitchens and group homes to distribute food to more people in need throughout Contra Costa and Solano counties. The Order Processing Management Specialist coordinates distribution functions related to Agency food order procurement and distribution.

Essential Duties and Responsibilities

- Manage assigned Agencies and process agency orders from Agency Express (online shopping portal).
- Monitor and collect all data from Agencies to ensure accurate reporting.
- Provides list of inventory available and Agency eligibility to volunteers and Agencies at all Remote Distributions.
- Generate a frozen “order sheet” for the Order Pullers to pick the cold items for distribution or/and deliveries.
- Manage all administrative functions of the remote Agency distributions.
- Partner with Agency Relations Coordinators to plan and execute activities to benefit and serve Agencies.
- Process donation paperwork from drivers, walk-in donors and deliveries.
- Perform cycle counting function to reconcile inventory issues.
- Participate in department’s inventory control process (weekly, monthly cycle counts).
- Other duties as assigned.

Qualifications

- One to three years of experience with inventory processing and data entry, required.
- Experience with Order Processing Systems and Inventory Management Software, required.
- Intermediate proficiency with Microsoft Office Suite (Outlook, Word, and Excel) and Apple iOS.
- Valid California driver’s license and insurance and ability to be covered under the Food Bank’s auto insurance required.
- Self-starter who is able to work with minimal supervision.
- Ability to speak effectively and professionally before groups of customers, employees, and the general public demonstrating cultural sensitivity.
- Effective conflict de-escalation and resolution skills.
- Communicates accurately, honestly, supportively and in a timely manner with department and interdepartmental team members.
- Demonstrates strong planning, organizing, time management and interpersonal skills.
- Ability to read, interpret, write professional reports and correspondence.
- Ability to work efficiently in a fast-paced, deadline driven role.
- Ability to lift and/or move up to 50 pounds.

Additional Information

Occasional use of personal vehicle to travel within Contra Costa and Solano Counties required. Mileage reimbursed at the standard federal rate. In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: **"Order Processing Management Specialist."** Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer.
Underrepresented groups are encouraged to apply.**